

**SPF/SIG Advisory Council
Meeting Minutes
January 19, 2008
Indiana Government Center
Conference Room C**

I. Welcome and Introductions - Sheriff Matt Strittmatter -Chair

In attendance: Matt Strittmatter, Louise Anderson, Dean Babcock, Jeff Barber, Cathy Boggs, Linda Chezem, Lisa Hutchenson, Sonya Cleveland proxy for Jason Hutchens, Anita Ohmit proxy for Nancy Jewell, Mike Kramer, Bob Levy, Heather McCarthy, Anita Gailland proxy for Karla Sneegas, Rick Sheets proxy for Paul Whitesell, and Gary Williams.

Staff: Dave Bozell, Marcia French, Harold Kooreman, Mary Lay, Kim Manlove, Sheila Nesbitt, John Viernes and Eric Wright.

II. Meeting Procedures and Quorum Determination- Matt Strittmatter-Chair

Quorum was not achieved at beginning of meeting.

III. Minutes of Previous Meeting deferred to later in agenda

IV. Updates

1. Project Staffing report-Kim Manlove

Kim reported that April Schmid accepted a new position working with the ATR project and gave appreciation for all the work she's done in supporting the SPF project. Kim also announced that an Administrative Assistant was posted for the SPF SIG project and anticipates by February filling that position.

All communities are working on the local epi-profiles and with great diversity in the communities we should expect a variance of profile comprehensiveness from among the communities. Each funded community is reporting and meeting their benchmarks. There have been some staffing issues, all have a program director but some are still attempting to fill other positions with staff turnover. Also discussed were concerns voiced through a letter to Sheriff Strittmatter from 5 communities regarding the TA being received from the IPRC. A special meeting was held to hear the concerns of the communities and a decision was reached which allowed for all communities to opt out of the TA portion of the IPRC contract, continue with the existing contract, or choose a hybrid approach of IPRC and local support. Three communities opted to remove themselves from the TA portion of the contract and a few others opted to use a hybrid of the IPRC and additional local resources.

Contracts are being amended and the IPRC will receive 6 months funding from all the communities for the services rendered. This adjustment for TA is felt to result in a Win-Win situation and demonstrates an adherence to the SFP process, evaluating what is working and building upon the strengths, while identifying areas that need adjusting and being willing to make adjustments for the betterment of the project.

Sheriff Strittmatter asked if anyone had questions and no questions or queries were posed.

2. Finance Workgroup-Tom Turney

Tom passed out copies of the current SPF SIG Fiscal report (copy attached). He recapped the account balances and drew attention to the second column which

indicated the actual spent dollars. The contract management sheet was reviewed with 12 contracts listed and payments thus far rendered. All contracting and administration expenses listed. Tom identified IU, Fairbanks and other contracting purchases and showed the forecast of 2.9 million annually with only 1.66 million being spent in initial years of project. A review of expending the unspent funds will be discussed subsequently in this meeting.

Sheriff Strittmatter asked if anyone had any questions and no questions were posed.

3. Executive Committee Report-Sheriff Matt Strittmatter

Sheriff Strittmatter reported the Executive Committee will review the Vision and Mission statements one more time. The statements will be brought before the GAC for full GAC approval in March.

Sheriff Strittmatter asked the body if there were any questions of the Executive Committee and no questions were posed.

4. Evaluation Workgroup-Bob Levy

Bob reported that the Evaluation Workgroup had assisted the IPRC with guiding the data collection process. He stated they were working with the Youth to provide feedback on the PowerPoints for revisions and suggestions. Bob also indicated that on the 19th of February a small committee from the workgroup, including Jeff Barber, Rebecca Smith and Bob would hold a telephone conference call with the staff of the funded communities for feedback on how the process is going. The community staff offered feedback at the September meeting and major changes to improve the support of the SPF process have been implemented and have been successful.

Sheriff Strittmatter asked the body if there were any questions of the Evaluation Workgroup and no questions were posed.

5. Training and Outreach Workgroup-Marcia French reported for Paula Parker Sawyers

Marcia reported that the Training and Outreach Workgroup has provided a media packet to the local communities to assist them in working with their local media. Under the direction and facilitated by Paula Parker Sawyer, a successful training was had in Indiana University Kokomo on January 17th. The focus of the training was on the logic model and Lisa Hutcheson presented on Environmental Policy/Practices. The workgroup is now working on developing the next two required meetings for the communities to be held on March 20th and May 15th. Sheriff Strittmatter asked if the body had any questions and no questions were posed.

7. Youth Young Adult Council-Marcia French

Marcia reported that the Youth Workgroup was now represented on the SEOW, Evaluation Workgroup, Training and Outreach and the Cultural Competence Workgroup. The Workgroup is formulating their goals and objectives specific for 2008/2009 and is finishing the PowerPoint that will be disseminated out the each of the Youth/Young Adult Workgroups of the funded communities. The youth assisted Eric Wright and the SEOW in reviewing questions of the telephone survey that will be implemented by the SEOW. The youth also have spilt the communities amongst themselves so each will be having one on ones with each funded community to present the PowerPoint as soon as it is completed and endorsed by the Evaluation Workgroup. They have also requested Lisa Hutcheson come to present on Underage Drinking as they are considering this as a focus of support for

2008/2009. Heather McCarthy stated that Sherice Murph who will be working with the Youth Council was returning from maternity leave this week. Sheriff Strittmatter asked the body if there were any questions of the Youth Workgroup and no questions were posed.

- 6. Cultural Competence Workgroup- Marcia French reported for Maggie Lewis**
Marcia reported the Cultural Competence Workgroup under the direction of Maggie Lewis would be presenting issues of Cultural Competence at each of the preceding GAC meetings. It is the charge of the Workgroup to not only assist the funded communities in becoming Culturally Competent but also making sure the staff and other workgroups and councils are being trained in this area as well. The quarterly reports Indiana is to send to the feds are specific about how the state is training all staff, councils, workgroups and committees in addition to the local funded communities. The IPRC developed some training materials for a Cultural Competence training that the Workgroup reviewed. Much of the material was approved and endorsed. Some of the materials were not approved and the workgroup requested the IPRC remove them from the training materials or make adjustments to them with specific recommendations. The Workgroup also provided additional specific definitions for some of the material being used to make them more technically and community friendly. Sheriff Strittmatter asked the body if there were any questions of the Cultural Competence Workgroup and no questions were posed.

7. SEOW- Eric Wright

Dr. Eric Wright handed out copies to all the GAC members of the new 2007 State Epidemiological Profile. Eric reviewed the profile specifically pointing out the graphs, tables and charts are now only two to a page. There also is a packet available on their website which allows for any of the graphs or charts to be extracted from the report and used individually. Fact Sheets will also be available to communities and CD's are being developed as well. The SEOW is also developing a Statewide phone survey, with an over sampling of the funded communities. Based on the NOMS the survey will cover 8,000 surveys and take approximately 8 months. The SEOW will do the review of the data first and then the local communities will be given their local data from the survey findings. Sheriff Strittmatter asked the body if there were any questions. Judge Mike Kramer asked if the map on page 147 had a misprint. Allen County was reported to have much higher 'Other Drug Use' than any other county. Eric said he would look into it and if anyone else saw any other questionable facts to please contact him. John Viernes asked about poly drug use and to please add data on this topic to the next report. Eric stated they will look into this and will consider putting out a special supplement. A suggestion was that these reports be taken to the legislators with a letter from Cathy and/or Matt. Suggestion will be taken under advisement and Cathy Boggs stated that IU was also doing a press release. Sheriff Strittmatter complemented Eric and his team on a job well done with this report.

V. Proposal for Utilization of Unfunded First Year Funds-Kim Manlove

Kim Manlove introduced a document considering 3 options for utilizing the unexpended funds of the SPF's first years. Upon approval from SAMHSA, DMHA is considering using the funding which was not used in the first years due, to delays of the project startup, totaling \$2,500,000.00. The following is a breakdown of the funding options:

- \$640,000.00 divided evenly between the funded communities to support the program, policy and/or evidenced based practices in Phase Two of the grant. Each funded community would receive an additional \$53,333.33.
- \$1,485,000.00 to be divided by 9 potential communities (non-funded applicants of the SPF RFS) at \$165,000.00 on a **one time basis to be utilized over a period not to exceed two years.**
- \$375,000.00 to be used as the 15% administrative costs set aside and permitted by SAMHSA

Following 3 options for administrative costs of \$375,000.00

Option 1:

- \$150,000 to IUPUI for evaluation efforts on state level for 9 additional communities
- \$150,000 to ICJI for 3 Community Consultants for oversight of 3 communities to provide TA/Evaluation services for writing a local epi-report. Each Consultant to receive \$46,666.66 per year. Remaining \$10,000 to go directly to ICJI for administrative fees.
- \$75,000 to Fairbanks w/\$30,000 for additional travel expenses for additional site visits and \$45,000.00 for an Administrative Asst.

Option 2:

- \$150,000 to IUPUI for evaluation efforts on state level for 9 additional communities
- \$225,000 to Fairbanks for 2 additional FTE's for the oversight of 9 communities, providing TA/Eval support for the writing of the local Epi-report, Admin. Asst. and travel expenses for additional site visits

Option 3:

- \$150,000 to IUPUI for evaluation efforts on state level for 9 additional communities
- \$195,000 to IUPUI for 2 additional FTE for oversight of 9 additional communities
- \$30,000 to Fairbanks for travel expenses for additional site visits and administrative oversight

Discussion began among the Council over the three options. Eric Wright asked that Option 3 be not strongly considered and council removed it from the discussion and the options. Questions about who the 9 additional communities were comprised of, and clarification that they were the communities that had applied for the grant and were not chosen. Two of the funded communities were strategically chosen specifically for infrastructure development, understanding the increased support needed and this was sanctioned by the Grant Review Workgroup (GRW). Based upon the ranking system of the GRW, 9 remaining communities were ranked for possible funding though did not make the cut, based upon agreeing 12 communities would be chosen as recipients. These are the communities that are being considered. Another member asked what would happen if there ended up only being 5 or 6 communities accepting this opportunity. Consensus was arrived that the extra dollars could be split among the funded communities for additional Phase Two support, but that would need to be examined more thoroughly. A motion was made to accept these options and allow DMHA to review and make determination on the specifics, after ICJI, DMHA and staff had an opportunity to discuss these options in detail. The GAC approved the motion by acclamation.

John Viernes then motioned that the GAC also approve an amendment to the IU Contract allowing for the additional funds to cover the IUPUI funding for state level evaluation, since all options included this component. The GAC approved the motion by acclamation.

- VI. Strategic Plan Review Workgroup- Sheriff Matt Strittmatter**
Sheriff Strittmatter announced a Strategic Plan Review Workgroup formation to review the local Strategic Plans submitted by the funded communities. The chair of this workgroup will be Jeff Barber, who served as the Grant Review Workgroup Chair and he will recruit some of the reviewers that served with him on the GRW, though this workgroup does not need to be comprised of only state employees. A request was made to ask for each of the workgroup chairs to recommend members from their workgroup. GAC members offering to serve on this workgroup included, Dean Babcock, Heather McCarthy and Louise Anderson.
- VII. Announcement and Future Agenda Items-Sheriff Matt Strittmatter**
Attached to the documents of today is the schedule for future meetings with location and time.
- V. Adjournment**
Sheriff Matt Strittmatter concluded the meeting thanking everyone for their time and commitment to this project.